**Community Service Committee Meeting Agenda**

*Wednesday, August 1, 2018*

*11:30 AM - 12:30 PM*

*Hitchcock Multipurpose Room, Sonja H. Stone Center*

**I. Welcome/Introductions/Role Call** [[11:30-11:35]]

**Attending:** Darren Abrecht, Dzenita Blackwell, Rich Brandenburg, Linda Holst, Katie Musgrove, Jim Potts, Tracy Wetherby-Williams, Rich Wright, Margaret Barrett, Steven Bodeen, Myka Elliott, Berengére Phillips, Christy Samford, Eli Valsing

**Delegate Absences:** Mary King (excused), Arlene Medder (excused), Kadejah Murray, David Rogers (excused), Kewana Smith (excused)

* + Welcome to all new Employee Forum Delegates/Committee Members
		- Introductions/Ice Breaker
	+ Committee planning for 2018-2019 occurred at the July Employee Forum Retreat on July 11, 2018, and will continue today
		- Suggestion we create a timeline of our planned events during our planning process to space everything out evenly
	+ Review 2017-2018 committee report/budget (Katie will create planning report and new budget for 2018-2019 following the completion of this meeting, both of which will be available on the new OneDrive)
	+ Creation of a Office365 Group for our Committee for shared files, notebook and communication amongst one another (everyone should have received an email confirming your addition to the group on 7/31/2018)
	+ Meeting location ideas:
		- Meeting in the large Forum meeting space isn’t really conducive to our smaller discussions, plus Forum meetings often run long and Forum delegates linger for conversation afterwards, delaying the start of our committee meetings
		- Alternate meeting location suggestions were solicited
		- Berengére Phillips suggested that we meet in one of the Union spaces, which she will help reserve, as she works there
		- Katie will send her a list of meeting dates for 2018-2019 to be reserved
		- Meeting location and times will always be found on the meeting agendas that go out to the listserv in advance of our meetings

**II. Overview of Events in 2017-2018** [[11:35-11:50]]

**- 2nd Annual UNC Food For All Campus-Wide Food Drive**

**-Project Leads:** Jim Potts, Allison Rorie, Dori Brady, Katie Musgrove

Campus Donations

- November / December- Went smoothly, contacted bin liaisons to cancel pickup in January, as not many donations since return from winter break

-Donations Received- November= 767.7 lbs, 646.48 meals December= 574 lbs, 483.37 meals February= 457.2 lbs, 385.01 meals March= 348 lbs, 293.05

Special Events

-Employee Appreciation Day-Contributing to MM Campaign & Carolina Cupboard (Cupboard donation= 25%)

-Ticket Giveaway- John Harris won, tweeted about winner

-Donations Received: ~$81 & 1 full box of donations (~100 lbs)= ~490 meals!

-Military Appreciation Western Carolina Football Game- -Contributing to FBCENC & Durham VA Food Pantry, split 50/50 between 2 groups

-Carolina Veterans Organization participated in our event, sent thank you tweets for their help and thanking the Veterans and Military for their service

-Volunteers at table- Katie Musgrove, Shayna Hill, 4 CVO members

-Donations Received- $157, a few canned donations (counted as a part of the November Campus Donations)

-Ruck for Hunger Drive- -Donations Received- 217.8 lbs donated to TABLE, Inc.

-Pitt Basketball Gameday Collection- -Volunteers event: Katie Musgrove, Kadejah Murray, Steve Bodeen & Guests

-Donations received: one full donation bin, will be donated along with February campus donations (estimated pounds for this event = ~100 lbs)

TOTAL DONATIONS RECEIVED:

**2,459.7 lbs, $238.57 = 3,264.18 meals**

**- UNC Children’s Hospital Toy Drive**

-Project Leads- Michele Fulton, Steve Bodeen, Allison Rorie, Hope Woodhouse

* Photos from Event: <https://photos.app.goo.gl/4zGQHD6hp5svoBEy6>
* Would like to make this a yearly event

**- 19th Annual Holiday Carolina Blood Drive**

-Project Leads- Jim Potts, Katie Musgrove, Todd Hux, & Other Blood Drive Committee Members

* Number of Presenting Donors: 815
* Number of Collected Pints: 778
* Number of First Time Donors: 80

**- CCCG/TIAA Collaborative Event**

-Project Leads- Arlene Medder, Katie Musgrove

* Photos from Event: <https://ncbg.smugmug.com/Events-Programs/Outreach/Carolina-Campus-Community-Gard/20180515-Plant-a-Tomato-Give-a-Garden/i-KxTXcdD>
* Number of Volunteers: 45
* Would like to make this a yearly event
* Waitlist developed for interest in future event

 **- 30th Annual Carolina Blood Drive**

-Project Leads- Jim Potts, Katie Musgrove, Todd Hux, & Other Blood Drive Committee Members

* Photos from Event: <https://photos.google.com/u/0/share/AF1QipNMF8q7kTsox-2_nhi6ZTIQiZZawOQpJ2s4MI9XoAuTXzsKnWmUa51opBO47CpzkA?key=N3B6REVlQlk2QTVhc1k4aWZ1cm1udzFjWEtGc2x3>
* Number of Volunteers: 61
* Number of Presenting Donors: 815
* Number of Collected Pints: 778
* Number of First Time Donors: 232
* **Total Productive Units Since 1989: 33,065**
* **Total Lives Impacted Since 1989: 99,195**

- **Habitat for Humanity Collaboration**

-Project Leads- Heather Lewis, Katie Musgrove

* Original Date of Event: April 13, 2018 (both AM & PM shifts) [POSTPONED DUE TO TIME CONSTRAINTS, **NEW DATE= June 8, 2018]**
* Participated on a build for the home of another UNC Staff Member named Hasr Kapru Paw (UNC Housekeeper through Aramark)(Bio Available on Dropbox)
* 24 Total Volunteers (12 Morning Shift, 12 Afternoon Shift)
* Waitlist developed for interest in next year’s build day (~5 people)
* Donations Collected: $315
* Eventbrite Website for Event: <https://www.eventbrite.com/e/unc-employee-forum-habitat-for-humanity-build-day-tickets-42906929782>
* Photos from Event: <https://photos.app.goo.gl/TcnGxj9TtiKiDTZFA>

**-New Community Service Opportunity Announcements**

-Created Local Non-Profit Spotlight within InTouch for more in depth view of some local non-profits, first entry= TABLE, future entries on deck= CCCG, Habitat, Special Olympics, Ronald McDonald House, etc.

-Send any other in-depth profiles to me for inclusion in our newsletter as you come across them

**-Any other desired CS Opportunity Spotlights?**

-Please always send CS opportunity spotlights to me for inclusion in our newsletter and our upcoming CS opportunity section of our website

**III. Planning for Events/Projects in 2018-2019** [[11:50-12:15]

EVENTS (LISTED IN CHRONOLOGICAL ORDER BY EVENT TIMELINE)

**- 3rd Annual UNC Food For All Campus-Wide Food Drive**

-Project Leads- *Dori Brady,* Steve Bodeen, Christy Samford, Rich Brandenburg, Myra Elliott

-Timeline-September- December

* + Katie will email Dori to see if she is willing to spearhead this project/coordinate bin liaisons/donation pickups as she did last year
	+ Will begin planning for this event at September meeting

**- Haw/Eno/Jordan Lake Cleanup Project**

-Project Leads- David Rogers, Rich Brandenburg, Steve Bodeen

-Timeline- Low water time, perhaps September/October

* + Will begin planning for this event at September meeting

-**Voter Registration Efforts**

-Project Leads- Eli Valsing, Bérangère Phillips, Rich Brandenburg

-Timeline- September-October

* + Partnership possibly with YouCanVote and/or CCPS Resource Campus Compact Midterms Matter
	+ Possible booth at Employee Appreciation to register Staff to Vote
	+ Will begin planning for this event at September meeting

**-Disaster Relief Efforts**

-Project Leads- Lein Soltan, Margaret Barrett,

-Timeline- TBD

* + Lein Soltan had meeting with Becca Bender of CCPS about Disaster Relief Efforts
	+ Possible Employee Forum Relief Trip (Maximum # of people per trip is 8-10, so depending on interest, may need to split into two shifts)
	+ Other Possible Contributions:
		- Donation from one of the food drives
		- Possible Toy/Housewares Drive
		- Advertising relief trips/recruiting volunteers/skilled labor from UNC Staff
	+ NEXT STEPS:
		- Will begin planning for this event at September meeting
		- Narrow down date for Food/Toy/Houseware Drive
		- Reach out to CCPS for build dates and language to utilize in promoting/soliciting volunteers

**- Blood Drive**

-Project Leads- Jim Potts (Chair of the Blood Drive), *Todd Hux, Kathy James*

* + If any others would like to serve on the Blood Drive Committee, please email Katie so she can have you added to the listserv/meeting invites

-Timeline- Blood Drives are held in June & December with planning meetings typically held once per month, then twice per month and finally weekly as we proceed closer and closer to each drive

**- 2nd Annual Toy Drive for UNC Children’s Hospital**

-Project Leads- Steve Bodeen, Myka Elliott, Djenita Blackwell, Jim Potts, *Michele Fulton*

-Timeline-Mid November-Mid December (extended to a full month instead of two weeks, with Black Friday shopping opportunities encompassed in the new timeframe of the drive)

**- Plant a Tomato Give a Garden / CCCG Support**

-Project Leads- *Arlene Medder,* Rich Wright, Christy Samford, Darren Abrecht, Margaret Barrett

-Timeline- Springtime, perhaps Earth Day or early May

**- Habitat for Humanity Build**

-Project Leads- Katie Musgrove, Darren Abrecht

-Timeline- April/May

PROJECTS

**- Community Service Leave Promotion Campaign & Other Informational Projects**

-Project Leads- Katie Musgrove, Margaret Barrett, Dzenita Blackwell

-Timeline- Fall-Spring

* + Katie will reach out to HR to re-initiate the CSL promotion campaign similar to UNCW’s HR department campaign and get their commitment to produce such a campaign with our input and assistance (been asking since mid 2016)

-**Improvements to the Community Service Committee Website**

* + - Upcoming improvements: new section including information on upcoming community service opportunities, local non-profit spotlights (which right now only go out via the InTouch and other email announcements), photos from our events
		- Please pass along any other suggestions for improvement to Katie as desired

-**Collaborating with unc.edu to improve their Community & Public Service Info Section with Staff Resources**

* + - Right now, their only information on this tab is regarding CCPS’ current programs, all centered around Faculty & Students
		- Would like to have some Staff Resources linked here (CSL Info, Upcoming Opportunities, etc.)
		- Also planning to work with CCPS to widen their scope to include resources for Staff Public Service

-**Creation of a Community Service Resources Presentation to be delivered to Interested Departments on Campus**

* + - Katie has received requests to come give talks at departments about community service opportunities and resources to departments here on campus. She wasn’t able to at the time, but would like to develop such a presentation to deliver to interested departments highlighting CSL, community service resources, upcoming events and other info.
		- Ideas/Thoughts?

-**Other Event Ideas/Proposals?**

* + Please always send Katie ideas for other events/projects you all may be interested in
	+ Please also send any upcoming community service events, non-profits, or CSL spotlight stories that you would like highlighted in the InTouch

**IV. Update on other business** [[12:15-12:20]]

* + CCCG Updates- Arlene Medder
		- Not in attendance, will update next meeting
	+ Blood Drive Update- Jim Potts
		- First meeting sometime in August
		- If you’d like to serve on the planning committee, reach out to Katie to be added to listserv/meeting invites

**V. Questions/Final Comments** [[12:20-12:30]]